



## WASHINGTON STATE JOB OPPORTUNITY

### OFFICE OF THE STATE TREASURER

**Job Title:** FISCAL ANALYST 2  
**Job Type:** General Service - Classified Position  
**Location:** Olympia, Washington  
**Recruitment Number:** FA -2 – 062207  
**Recruitment Type:** Open to all Qualified Applicants  
**Salary:** Range 44: \$33,288 to \$42,480 per year DOQ  
**Posted:** June 22, 2007  
**Open:** **Open Until Further Notice.** The hiring list developed under this job posting will be used to fill Fiscal Analyst 2 vacancies as they occur.

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#### ABOUT THE OFFICE OF THE STATE TREASURER

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

#### POSITION PROFILE

OST is seeking qualified candidates for the position of Fiscal Analyst 2 to fill anticipated vacancies as they occur.

Typical Work may include:

- ❖ Perform fiscal duties such as financial report analysis and accounts payable-receivable discrepancy resolution.
- ❖ Review and approve payroll documents and deduction forms.
- ❖ Consult on payroll problems, federal taxes, electronic fund transfers, insurance and other miscellaneous deductions.
- ❖ Review, analyze, verify and correct the accounting data into the Agency Financial Reporting System.
- ❖ Reconcile reserves to agency subsidiary accounting records.
- ❖ Prepare Fiscal Year end closing adjustment and accrual journal vouchers for revenues, receivables, payables and supplemental unfunded liability amortization.
- ❖ Conduct preliminary institution-wide fiscal and administrative evaluations and reviews of grant and contract proposals and negotiate resulting awards.
- ❖ Review, analyze and audit bank confirmations, receipts and disbursement of revenues received.

- ❖ Authorize adjusting entries between banks or agencies to maintain effective accounting controls.
- ❖ Project incoming and outgoing cash requirements to determine effects on investments.
- ❖ Analyze and review deposit flows, making recommendations for the acceleration of revenue transfers.
- ❖ Manage the specialized warrant redemption process for the Office of the State Treasurer.
- ❖ Compile information and submit Automated Clearing House (ACH) files to the concentration bank.
- ❖ Positions may lead or supervise clerical, fiscal, budget or other support staff involved in a variety of manual or automated fiscal recording keeping tasks.

### **DESIRABLE QUALIFICATIONS**

A Bachelor's degree, which includes a minimum of 18 quarter or 12 semester hours of college level accounting, auditing, budgeting, or other business-related credit hours and one to two years of relevant professional experience. Professional experience may substitute year-for-year for education but not usually for the minimum credit hours. Additionally, the OST is seeking candidates with the ability to gather, analyze and synthesize financial information and interpret and apply laws and regulations as necessary.

Successful candidates for this position will possess excellent customer service skills, accuracy, and attention to detail, plus the ability to communicate clearly, maintain good working relationships and be a team player.

### **SPECIAL NOTE**

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

### **EMPLOYEE BENEFITS**

The state of Washington offers a comprehensive benefits package including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; eleven paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

### **APPLICATION PROCEDURE**

E-mail is the preferred method of application and will be used as a method of communication throughout this process. Please e-mail application packets to Joyce Norris, at [joyce@tre.wa.gov](mailto:joyce@tre.wa.gov) with a subject line of "Fiscal Analyst 2 Recruitment". Please provide an e-mail address that we can use to contact you about this recruitment.

Applicants must submit the following application materials:

- ❖ A letter of interest (no more than two pages) describing your skills and experience as they relate to the Desirable Qualifications outlined in this announcement;
- ❖ A current resume;
- ❖ A [Washington State Employment Application](#)
- ❖ A list of five professional references, including one supervisor, with current telephone numbers and addresses.

If e-mail is not possible, please mail requested materials to the following address:

Human Resources

Phone (360) 902-9009

Attn: Joyce Norris

Office of the State Treasurer

P. O. Box 40200

Olympia, WA 98504-0200

***The State of Washington is an equal opportunity employer.***

***Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960***

***or Telecommunications Device for the Deaf (360) 664-6211.***

***For questions about this recruitment call (360) 902-9009.***